

GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT

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MINUTES FOR APRIL 13, 2011 BOARD MEETING

Call to Order and Flag Salute:

President Fulmer called the meeting to order at 7:00 p.m.

Roll Call:

Directors Fulmer, Simons, Turner, Bradley and Milbury were in attendance. Manager Lepore and Secretary Giminez were also present.

Consent Items:

Director Turner made a motion to accept and approve the March minutes after requesting a minor correction be made, the Treasurer’s Report, payment of the outstanding invoices, and Manager Lepore’s report. Motion was seconded by Director Simons and passed by unanimous vote. The following invoices were approved for payment.

Beverly Giminez	\$ 400.00	Secretarial services and supplies thru 3/31/11
Board Stipends	\$ 500.00	For March 9, 2011 meeting attendance
Wallace Group	\$ 2006.53	Professional Services thru 2/28/11 Inv. #31361
Shipsey & Seitz	\$ 176.00	Attorney Fees thru 2/28/11 Inv. #104391
Pam Fulmer	\$ 483.07	Statewide for Road Markers Inv. #A01649/3
Mitch Frederick	\$ 2925.00	DG stockpile 1 ld. \$425 Inv. #032911-1 and Forked Horn repair \$2500 Inv. #032911-2

Public Comments on Agenda:

None

Board Action on Agenda Items:

1. CSDA Board of Directors Call for Nominations

The California Special districts Association (CSDA) is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the CSDA for the 2011-2014 Term. Each region has three seats on the Board with staggered 3-year terms. Our district (Seat C) is eligible to nominate one person, and the deadline for receiving nominations is May 27, 2011. No action is required.

2. GSH/Geneseo Mailbox Area – Offer of Dedication

The board has previously discussed and considered a LAFCO process called an “Outside User Agreement” or OUA. This would allow the district to repair and maintain the area, and would allow the District to accept the offer of Dedication made by Mr. Lauridsen. The estimate cost of the OUA is \$4000. After consulting with legal counsel, it is recommended that the Board also consider an easement for District Acceptance, as opposed to the OUA and OOD. This would be similar to a maintenance agreement, in that the Board would take responsibility for the maintenance of this area, to whatever level as agreed upon in the agreement/easement. The estimate cost associated with the easement process is approximately \$2,500. Staff will continue researching options available to the District. Board has directed staff to pursue legal counsel in drafting an easement. This draft will be presented to the Board at the May meeting for their review and approval. No further action has been taken at this time.

3. Permit Status report

There are currently twenty one (21) active permits, seven (7) permits on hold and forty one (41) final permits. There were no inspections made during the month of March.

APN 015-292 – 5005 White Tail

An initial inspection was completed on January 31, 2011. Staff will continue to follow up with the SLO County building Department weekly and CAL Fire regarding the improvements as they pertain to this project.

4. Bid Proposals Review

At the March regular meeting, Staff was directed to prepare and distribute request for proposals (RFP’s) based on the findings and work completed by the District Road Evaluation teams, and Work Orders prepared by Director Simons. These RFP’s included multiple areas within the CSD boundary. The RFP’s were prepared and mailed to the recipients on the District’s Bidders list on March 17, 2011. The proposals were due by 2:00 PM, April 8, 2011. The District received 5 bids from the following Companies: AJ Excavating, Dave Spurr Excavating, Viborg Sand and Gravel, Mitch Frederick Paving and Michael Frederick Paving. The Board has outlined the following list of conditions to be accepted by the awarded bidder.

- a. Contractor will agree to a job walk through with a Staff/Board member a day prior to job start.
- b. Contractor will agree to confirm and justify any bid increases 24 hours prior to start of job. Including a base price for the cost of asphalt/oil and a price increase if applicable.
- c. Contractor must sign District Contracts.
- d. Contractor must submit proof of liability insurance to District.
- e. Contractor must clean-up job site when job is completed.

A motion was made by Director Turner to award bid contract to Viborg Sand and Gravel under the above outlined conditions. The motion was seconded by President Fulmer and passed by unanimous vote. The Board has directed Staff to notify Board members by E-Mail to approve updated bid. Each Board member will review and confirm acceptance of updated bid. Viborg Sand and Gravel has two weeks from Monday April 18th to respond

with updated bid (or by May 3, 2011). If the Viborg Sand and Gravel declines to accept/provide the above conditions than the bid will be awarded to the second lowest bidder.

5. Annual Road Evaluations:

There were no road evaluations completed in the month of April. The Board briefly discussed areas of concern and concluded that a discussion of RFP's would be considered at the May 2011 meeting.

Board Discussion Items:

Public Comments:

None

Director Comments:

Manager Lepore reminded the Board that the preliminary budgets will begin next month. The new budget will be set for July 2011 through June 2012.

Adjournment:

A motion was made to adjourn the meeting by Director Simons, seconded by Director Turner and passed by unanimous voice vote. The meeting was adjourned at 8:12 p.m. The next meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday May 11, 2011 at 7:00 p.m. at the Meridian Fire Station on Branch Road in Paso Robles, California.

Respectfully Submitted by,

Beverly Giminez, Recording Secretary